

CDOT Flood Recovery Office Timesheet Certification Form for Multiple Employees

Project Number:

Subaccount Number:

Agency:

Consultant:

Person in Responsible Charge:

Project Location/Site #:

Reimbursement Request #:

Employee*:

Task(s)*:

*If additional tasks or employees need to be added, please include on page 2 of this form.

I certify that each employee listed above worked on all the noted tasks and that the labor hours and costs included herein are true and accurate. Employee signatures to certify hours worked are retained by the Consultant/Local Agency.

Signature of Person in Responsible Charge: _____ Date: _____

EXPLANATION OF FIELDS FOR TIMESHEET CERTIFICATION FOR MULTIPLE EMPLOYEES	
Field	Explanation
Project Number	Project Number assigned by CDOT in the Task Order (C XXX-XXX or M YYY-YYY)
Subaccount Number	Subaccount is a five digit Number assigned by CDOT in the Task Order, normally found in () after the Project Number
Agency	Agency submitting time and effort reporting.
Consultant	Consulting firm contracted by the agency to perform the task(s) if applicable.
Person in Responsible Charge	Official authorized to represent the agency or consultant concerning CDOT/FHWA ER flood recovery.
Project Location/Site #	Roadway number, bridge number, or project number/description.
Reimbursement Request #	Sequential number of Request for Reimbursement submittal.
Employee	Person(s) whose timesheets are being certified; performed work on the project.
Task(s)	Specific task(s) performed by the employee. This field should include details like: cost estimating, review plans, consultant oversight, construction oversight, project management, operating equipment (back hoe), inspections, traffic control, etc.
Signature of Person in Responsible Charge	Certifies firsthand knowledge of work performed.